



Office of the Controller
Student Financial Services
SU80/Room 227
777 Glades Road
Boca Raton, FL 33431
Tel:561-297-6101

FEE PETITION FORM INSTRUCTIONS

The Fee Petition Form contains two sections. The student is responsible for completing Section I. The Office of the Controller, Student Financial Services Department will complete Section II.

Please allow approximately (4-6) weeks for processing once submitted. The final decision will be emailed to the student's FAU email account.

Note: An Academic Petition must be completed only if a grade has been received prior to submitting a Fee Petition Form (excluding Late Payment Fee Petitions). Approval of an Academic Petition by the College does not indicate that the fees associated with the course(s) will result with refund.

FEE PETITION PROCESSING TIPS

1. The Fee Petition Form must be submitted within six months after the last day of classes for the semester.

SECTION I: The student initiating the petition must fill in this section. A complete explanation regarding the circumstances should be written on the provided explanation sheet and attached to the Fee Petition Form.

Attach relevant documentation, such as a statement from department head, instructor/advisor to support your petition.

Failure to accurately complete all sections in this section may result in a processing delay or a denial of the petition.

SECTION II: This section will be completed by The Office of the Controller, Student Financial Services. The final decision will be emailed to the student's FAU email address.

MAIL TO:
FLORIDA ATLANTIC UNIVERSITY
Office of the Controller, Student Financial Services
ATTN: FEE PETITIONS, SU80/Room 227
777 GLADES ROAD
BOCA RATON, FL 33431-0991
FAX TO: 561-297-0683



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FEE PETITION FORM

The Fee Petition Form must be submitted WITHIN (SIX) MONTHS after the last day of classes for the semester. Students who drop a course(s) or withdraw from the university during the drop/add period may receive a full refund, please allow up to an additional two weeks for processing less non-refundable fees, e.g. transportation access fees. Situations such as employment changes, relocation of home, transportation problems, dislike for the instructor/course, etc., are not considered circumstances for filing a fee petition.

Section I: (PLEASE TYPE OR PRINT CLEARLY)

- 1. NAME: (LAST NAME) (FIRST NAME) (M.I.) Z #
2. ADDRESS: (STREET) (CITY) (STATE) (ZIP CODE)
3. TELEPHONE NUMBER: ()
4. SEMESTER: YEAR: FAU EMAIL:
5. I AM REQUESTING: (Please place an "X" on the appropriate line.) ALTERNATE EMAIL:
a. Late Payment Fee b. Course(s) Dropped after Published Drop/Add Date

You must make a specific statement of your request and describe the circumstances. (Please use the explanation sheet for your statement) (PLEASE TYPE OR PRINT CLEARLY.) Documentation supporting your petition (e.g. statement from physician, death certificate, police report, statement from instructor/advisor, etc.) must be provided. The statement provided on the explanation sheet is true as it relates to my request.

(Student's Signature) (Date)

FOR STUDENTS RECEIVING FINANCIAL OR VA ASSISTANCE: I understand that the approval or denial of this petition may affect my financial aid or VA status.

(Student's Signature) (Date)

Section II: TO BE COMPLETED BY THE CONTROLLER'S OFFICE:

APPROVED: DENIED:

REMARKS:

AUTHORIZED SIGNATURE: /Fee Petition Supervisor DATE:

